

**Summary of discussions of the Local Academy Committee meeting**
**held on Monday 22<sup>nd</sup> September at 5:30pm at Retford Oaks Academy**

Membership	Initials	Governor	Absence
Mr A Knight <b>Chair</b>	AK	Appointed	
Mr D Cartwright	DC	Appointed	
Mrs P Bryn-Jones <b>Vice</b>	PBJ	Appointed	A
Mr A Silcock	AS	Appointed	
Mr J Purle	JP	Appointed	
Dr Ann Harris	AH	Elected Parent	
Mrs Sarah Miles	SM	Elected Parent	
Mrs L Clough-Watson	LCW	Staff Governor	
Miss Sophie Babu <b>start date postponed</b>	SB	Appointed	A

In Attendance	Initials	Position	Absence
Mrs H Widdup	HW	Executive Principal	A
Mr L Dickinson	LD	Principal	
Mr G Olly	GO	Assistant Principal	
Mrs J Wilson	JW	Potential Governor - Observing	
Mrs N Benson	NB	Governance	

  

<b>Quorum required</b>	5	Governor's present	8
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**Outstanding Actions Log**

<b>C</b>	= Complete	<b>CF</b>	= Carried forward	<b>I</b>	= Incomplete (carried forward more than once)
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Agenda item	Meeting Ref	Action Required	Responsible Person	Timeline	Update	Status
AC/63/2425	2425 - 6	GP to feed back to trustees that a financial summary would be a useful document for LAC's to receive for information	NB	14/07/25	Fed back on annual report, response received – see report comments. One of the spring term agenda items An annual budget summary will be received in the Spring 1 meeting.	C
AC/65/2425	2425 - 6	complete code of conduct, declaration of interests and skills audits	ALL GOVS	14/07/25	Skills audit – LCW to complete Dol – AS to complete	CF

AC/65/2425	2425 - 6	schedule a separate meeting of governors to review the action plan and self-evaluation	NB	14/07/25	Date Agreed Monday 13 <sup>th</sup> October at ROA, 5:30pm	C
AC/68/2425	2425 - 6	[carried forward AC/55/2425 AC/41/2425] AK share SEND link visit reports.	AK	14/07/25	Action carried forward	I
AC/68/2425	2425 - 6	[carried forward AC/59/2425] LD to ensure exam results on website are updated.	LD	14/07/25	KS4 – 2024 results displayed KS5 – 2025 results displayed <b>GO</b> to update website	I

Q = Question from Governors

A = Answer from senior leaders

Agenda item	Key points / Summary	Action Required	Responsible Person	Timeline
AC/01/2526	<b>Apologies for absence</b> <ul style="list-style-type: none"> <li>- Apologies received from HW</li> <li>- No apologies received from PBJ</li> <li>- LAC informed of the resignation of Keith Morgan due to a change in personal circumstances</li> <li>- JW introduced as potential new governor, observing the meeting</li> <li>- JW met with chair and principal and has had a tour of ROA</li> </ul>	Contact PBJ regarding absence	NB	30/09/25
AC/02/2526	<b>Governance Report</b> <ul style="list-style-type: none"> <li>- Governors were reminded to complete CoC and Dol by 30<sup>th</sup> September.</li> <li>- Date for Governors Action Planning meeting was agreed, to be scheduled for <b>13/10/25</b></li> <li>- Link governor roles were agreed in July, however with the resignation of KM from the committee Pupil Premium (PP) and Performing Arts link</li> </ul>	Complete Declaration of Interests Send meeting invitation to all governors Consider the performing arts link role	AS NB	30/09/25 30/09/25 13/10/25

	<p>roles are vacant. <b>Governors agreed</b> that PP/Free school meals (FSM) will be picked up alongside SEND by AK and PBJ. LD expressed the importance of having a link governor for performing arts this year, there were no volunteers from the LAC. <b>The chair asked</b> all governors to give this consideration ahead of the meeting on 13/10/25</p> <ul style="list-style-type: none"> <li>- Governors were reminded to complete statutory training by 30<sup>th</sup> September.</li> <li>- Training schedule shared with governors</li> <li>- Changes to the LAC meetings cycle, agendas and minute taking discussed</li> </ul>	Complete mandatory training modules on National College	<b>ALL GOVS</b>	
AC/03/2526	<p><b>Minutes of the last meeting</b> Minutes of meeting dated 7<sup>th</sup> July 2025 were received and agreed.</p>		<b>ALL GOVS</b>	30/09/25
AC/04/2526	<p><b>Matters Arising</b> Outstanding Actions Log discussed and updated</p>		<b>ALL GOVS</b>	
AC/05/2526	<p><b>Principals Report</b></p> <p><b>Review of Exam results – GO</b> GO shared the slides previously sent to governors for review and explained that the results in general paint a positive picture.</p> <p><b>Reviewing progress made by students at KS5</b> Q - How is the progress calculated in subjects' students haven't taken before at GCSE? A – Progress is recorded as a comparison to the student's average score across all subjects at GCSE.</p> <p>Q - Was Law a small cohort therefore skewing the graph as it appears to have performed significantly badly? A – Law was not a small cohort, but we have not been satisfied with the level of teaching and have now removed it as an option, similarly with</p>		<b>ALL GOVS</b>	

	<p>geography the A level has been taken away. It is important to get the curriculum right to ensure that the students have the best possible opportunity to succeed.</p> <p>LD – In P16 the vocational subjects have performed well as many students find they are able to access these courses better and consideration is being given to offering more of this type of course.</p> <p>Q - When students request their options for A levels are staff being honest with them regarding their capability?</p> <p>A - Entry requirements for specific subjects are set by heads of department and they now have more involvement in whether the student is able to access the course. If necessary, they will have the difficult conversation to help put them on the right pathway.</p> <p>LD - Setting high standards and expectations for the sixth form from the start in terms of attendance and attitude to learning has had a positive impact on this cohort which is demonstrated in the results</p> <p><b>Reviewing progress made by students at KS4</b></p> <p>Cat 4 assessments were used for this cohort to create a target without KS2 data because of Covid.</p> <p>LD – we have reshaped the timetable, so all students do triple sciences, then chose 3 options and they do not have to take EBACC subjects.</p> <p>Q – Is RE still a compulsory GCSE?</p> <p>A – No it is now an Option, the compulsory element of RE study is covered in PSHE. The decision was taken to remove RE as it does not count towards the A8 score and frees up more time for students to focus on other subjects.</p> <p>Q – If students are struggling, can they drop one of the 3 sciences?</p>		
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	<p>A – No they take all 3 subjects.</p> <p>Q – The data shows that around 40% of students are not achieving a 4 in maths, is that correct?</p> <p>A - yes</p> <p>Q – It is going in the right direction and is a huge improvement but there is still a significant cohort not achieving 4+ in both maths and English, how is this being addressed?</p> <p>A – GO is sharing data about the children and ensuring staff are working with them. All leaders (outcomes, behaviour, attendance etc) are working together to improve these figures.</p> <p>Q - What is the view on the next cohort (current year 11)?</p> <p>A – Current year 11 are a concern. 14 are at Retford Oaks Alternative Curriculum (ROAC), some behaviour but majority due to school refusal / anxiety. There are now 2 rooms at ROAC to look after the more anxious students. 8 more are at Alternative Provision (AP) for various reasons, some of whom are dual rolled and questions have been asked of EOTAS to resolve this. 22 students out of 192 is a significant percentage.</p> <p>Q – what is EOTAS?</p> <p>A – EOTAS stands for Education Otherwise Than At School.  <a href="#">[this link contains further information on EOTAS Notts]</a></p> <p>Q - How is the gap calculated in A8 for disadvantaged students?</p> <p>A – These figures are a different measure, future measures on disadvantaged students will be calculated around students accessing free school meals (FSM).</p> <p>GO - Results show that SEND students are making more progress than the disadvantaged cohort and this will be a cohort that requires more analysis and focus moving forwards</p>		
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	<p>Q - How many 6<sup>th</sup> form students went on to University?  A - 55%, all of those that applied either got accepted by their first choice or were offered other courses without going through clearing.</p> <p>Q - Are there any students that haven't found their next pathway?  A - We always follow up to ensure students have found somewhere to go and continue to support students. In particular, all students working at ROAC got a lot of careers support and guidance around next steps.</p>			
	<p><b>Evaluation of AIP &amp; SEF 2024-25</b>  LD discussed the AIR report and ERM that have both been held very recently, adding that reports will be shared with governors once complete.</p> <p><b>Questions on 24/25 AIP and SEF</b>  Governors commented positively that the strategy around the 6<sup>th</sup> form looks positive, Quality of Education has good headlines and shows improvements and behaviour, and attitudes appears to have improved massively.</p>			
	<p><b>FPS/PEx/AP review 2024/25</b>  LD - The use of ROAC has reduced reliance on AP and had a significant positive impact on the budget as well.</p> <p>Q - should governors be aware of the numbers of managed moves in and out of the academy?  A - This has been shared within the data. Managed moves can be arranged for a variety of reasons. Occasionally this can be because a student expresses a desire to move schools, more often this option is used when students have reached a point where something new needs to be tried.</p>			

	<p><b>Overview of AIP 2025-26</b></p> <p>Q – The number of persistently absent (PA) students was higher than national average last year; do you know the reasons why?</p> <p>A - The final summer half term was very long in Nottinghamshire and students leaving before the end of term to go on holidays had a significant impact on the numbers.</p> <p>Q – Is there a similar pattern on PA appearing at the start of this year?</p> <p>A – It hasn't been as bad so far and the attendance team are working hard to monitor the PA students from last year. When their attendance drops below 97%, they start working with families immediately. This communicated in 'days missed'. With holidays in term time, the default position is that fines are issued, unless there is an exceptional circumstance/ compassionate reason not to.</p> <p>Confidential discussion around PA.</p>		
	<p><b>Risks</b></p> <p>LD - Viability of Post 16 remains a risk. We are looking at the offer of courses, one option is a trust offer where TA could offer A levels and ROA vocational courses.</p> <p>Q - How many students from other schools come to ROA?</p> <p>A – There are not many who come to ROA from elsewhere. New College in Doncaster is a significant draw for many students; some have been lost to The Elizabethan Academy because they offer courses that ROA do not offer.</p> <p>Q - Do you ask students what they want to study and build the offer around that?</p> <p>A - We share our offer and ask students to indicate what they are interested in.</p>		

	<b>Complaints, claims</b> No questions.		
	<b>2025-26 Trips</b> All Cat C trips shared. All governors were happy with the proposed trips.  Q - Can there be more focus on the cheaper trips to make it more accessible to everyone as the skiing and Iceland trips are very expensive. A - We are looking at a trip to Normandy which is more reasonably priced. There are other trips that aren't Cat C such as reward trips to the cinema, ice hockey, young carers trips etc as well.		
	<b>Admissions Appendix 2027-28</b> Admission appendix for 2027/28 received. Governors noted there were no proposed changes. Governors determined the admissions for 2027/28  Q - Why has the PAN remained at 240 for year 7? A - This has always been the PAN and is the maximum capacity for year 7		
	<b>Safeguarding</b> No questions  <b>Compliance and Culture</b> LD -The results of the last staff survey will be on the AIR report and available to discuss at the next meeting.  Q - Has there been a good response rate? A - Over 50% which is very good, and results are positive  The most recent feedback from the parents' survey showed that communication is a big subject that we will continue to work on.  Q - Staff wellbeing and retention at ROA appears to be very positive, are you happy with the current staffing set up?		

<p>A – Yes, we are very happy, and we have no gaps in staffing.</p> <p>Q – Are senior leaders still doing the quality assurance ‘pop-ins’</p> <p>A – Yes and the impact has been seen across all areas; geography had been a significant concern but now we are seeing positive changes to the quality of teaching here as well</p> <p>Q - Why is geography the outlier?</p> <p>A - The bank of resources doesn't extend the children enough and work was in tight parameters, staff now have more creativity and flexibility in their teaching methods, some newer staff have recently had professional CPD and coaching which has had a positive impact.</p> <p>Q – Considering we are in the Ofsted window now, is the recovery plan around SEND still a focus and are things improving?</p> <p>A – Significant improvements have been made and continue to be made. LD invited SM to visit SS with him to have a look as SM has helped with some changes to the sensory room and wants to ensure that staff are supportive of that.</p> <p>LCW - there is also a specific outside space for the SEND students to use ensuring they are feeling safe.</p> <p>LD – the initial focus of the recovery plan was to ensure compliance of SEND, and now we need to work on the additional support for teaching staff and students that the SENDCO can offer. The HUB is back in the SEND department and improvements are being made around the managerial support.</p> <p>Q - Has KA finished her SENDCO training?</p> <p>A – She should be finished this academic year.</p>			
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	<p>LCW – invited all governors to attend the parents and carers session on Monday 5th January – 4:30 to 6pm, Governors support with the focus groups and feedback would be very valuable.</p> <p>Q - What was feedback like from the last session? A - Feedback was very positive, there were issues raised around homework, and these are being addressed as a result. A few tweaks have been made to the logistics around the event following the last one.</p> <p>LD – There is an event this Thursday 25<sup>th</sup> September - 'Get to know Retford Oaks' as a follow up to the open event in the summer term. It's a Q&amp;A session with the Principal and head of year 7 and is aimed at parents and carers of children in year 6. Governors are welcome to attend.</p>		
AC/06/2526	<p><b>How have the AC held senior leaders to account</b> Governors held the school leaders to account with discussion and questions on:</p> <ul style="list-style-type: none"> <li>➤ Exam results data</li> <li>➤ Careers support</li> <li>➤ Behaviour/AP/ROAC</li> <li>➤ Staff wellbeing</li> <li>➤ SEND</li> <li>➤ Attendance and PA</li> <li>➤ Viability of 6<sup>th</sup> form</li> </ul>		
AC/07/2526	<p><b>How have VMV of Trust/Equality been upheld</b> It was agreed that the VMV of the Trust &amp; Equality has been upheld.</p>		
AC/08/2526	<p><b>Complete report to Trustees</b> It was agreed that NB and AK would complete the report to trustees.</p>	Compete report to trustees	NB/AK 30/09/25
AC/09/2526	<b>Determine Confidentiality</b>		

	<p>Governors considered whether anything discussed during the meeting should be deemed as confidential. It was resolved:</p> <ul style="list-style-type: none"> <li>- Any confidential items discussed have been recorded separately.</li> <li>- There had been no Equality Act implications.</li> </ul>		
AC/10/2526	<p><b>Next meeting</b> Monday 17<sup>th</sup> November at 5:30 pm at Retford Oaks Academy <b>Meeting closed at 6:50pm</b></p>		

<b>Signed by Chair Andy Knight</b>	<b>Date</b>
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